

Weekly Report for Week Ending 7 May 1958
from
RECORDS DISPOSITION BRANCH

1. Contributions

None

2. Assignments

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✓ a. OTR - Records Control Schedule [REDACTED]

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✓ b. Office of the DD/S [REDACTED]

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The schedule has been approved by the ARO and a transmittal letter prepared. Both are awaiting review and approval by the Records Management Staff.

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✓ c. File Systems, ORR Staffs [REDACTED]

This begins the last phase of the total ORR project for the installation of subject numeric files. Installation was started in Intelligence Information Staff, Office of the Chief. The files are quite old and voluminous and approximately 8 cu. ft. will be retired and/or destroyed. Since a training class was not feasible for the Staff secretaries, a more detailed and individual training of secretaries is necessary with each file installation.

✓ d. Records Management Survey - Office of DCI [REDACTED]

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Report of survey being drafted. Have revisited several of the offices to clear up a few points.

✓ e. File Installation - OSI [REDACTED]

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Completed installation of a historical file. More than one drawer of material has been screened from the original collection into two categories; one for retirement to the Records Center, the other for destruction.

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✓ f. Map Library Division, ORR [REDACTED]

The Requisition for Open File Shelving is being processed in the Office of Logistics and will then be held there pending approval of the secured area.

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g. Acquisitions Branch Library, OCR [REDACTED]

No change from previous report. 25X1A9a

h. Comptroller/Machine Records Division [REDACTED]

No change from previous report. 25X1A9a

i. Budget Office/Office of Communications [REDACTED]

No change from previous report.

j. Legislative Counsel [REDACTED]

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We were requested to develop a system for recording liaison contacts between members of the Legislative Counsel, the DCI and the members of Congress or Congressional Committees. Survey is now being conducted which has enabled us to clarify the problem to the extent that the nature of the contact with members of Congress is also needed. A visit was made to the immediate Office of the Secretary of Defense to view their methods and procedures for handling Congressional Correspondence.

k. Office of Personnel [REDACTED]

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Met with Messrs [REDACTED] of Personnel and discussed the possible use of Open Shelving for the Official Personnel folders. In addition, mechanics for charging out folder and filing material received when the folder is charged out must be developed.

l. Installation of Subject-Numeric Filing Systems in Office of Director of Personnel, OP [REDACTED]

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90% complete. Completed filing most of 1958 and 1957 material in new Subject-Numeric central file; screened and recommended disposition by retirement or destruction of 1956 and prior material. Began installation of Subject-Numeric system for sections of files for Budget Officer - Administrative Officer/OP and Career Management Officer - Training Liaison Officer/OP. Continued training of secretaries in new system.

Other improvements in records management made during installation include:

- (1) Reports Management - recommended discontinuance of quarterly reports of violations in OP of prohibition against misuse of penalty mail (report formerly required by DD/S and no longer required by D/Logistics who reports for Agency).
- (2) Records Maintenance and Disposition - obtained for OP TS Control Officer and ARO/OP copies of memorandum explaining retirement of Top Secret material (April 1955 instructions from CIA TS Control Officer) and draft R 10-310 (now on coordination) on Top Secret Control policy and procedures.

- m. Improved Filing System for Biographic Profiles, Selection Staff,
OP [REDACTED]

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Initial use-test of vertical pocket expansion file has proven satisfactory; six more are being ordered from GSA by ARO/OP through OL for further trial.

3. Vital Materials

- a. A revised Vital Materials Schedule for Budget Division and an amendment to the Fiscal Division schedule of the Comptroller's Office has been received.
- b. Microfilming of Vital Materials in the Office of Scientific Intelligence continues.
- c. Microfilming of Vital Materials in the Office of Personnel commenced this week in accordance with established deposit schedules.
- d. Mr. [REDACTED] DD/P, Messrs [REDACTED] of ORR/Map Division accompanied last weeks trip to the repository to work on deposits of their offices, respectively.

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4. News

- a. Attended monthly O&M Luncheon on 5 May at All States Cafeteria to hear Milton Mandell of CSC and William Lehman of Budget Bureau report on "The Junior Management Intern Program - First Ten Years".
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- b. Due to the reluctance of Mr. [REDACTED] ORR/Map Division, to obtain an Agency Driver's License we have had to accomodate Map Personnel almost every week in making their trip to the repository. Mr. [REDACTED] hesitates to request a permit because he feels that he could be held personally liable, financially, for any accident that might occur, as the government does not carry insurance, as such, on its vehicles. We informed him that Mr. [REDACTED] Office

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